

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, August 5, 2020 - 6:30 pm**  
**Brown County Public Works Department**  
**2198 Glendale Ave., Green Bay**

Note: Due to the COVID-19 pandemic, the meeting was held with an in-person or virtual attendance option for commissioners, staff, and the general public.

**ROLL CALL** (Attendance recorded as I = In-Person, V = Virtual (video and sound), and P = Phone only:

Paul Blindauer	<u>V</u>	Kathleen Janssen	<u>V</u>	Terry Schaeuble	
Brian Brock	<u>V</u>	Dotty Juengst	<u>V</u>	Glen Severson	<u>V</u>
Norbert Dantine, Jr.	<u>I</u>	Dave Kaster	<u>V</u>	Ray Suennen	<u>I</u>
Steve Gander	<u>I</u>	Michelle Kerr	<u>V</u>	Mark Thomson	<u>I</u>
Mark Handeland	<u>V</u>	Patty Kiewiz	<u>V</u>	Matthew Woicek	<u>V</u>
Matthew Harris	<u>V</u>	Joy Koomen	<u>V</u>	Reed Woodward	<u>Exc</u>
Phil Hilgenberg	<u>V</u>	Dave Landwehr			
Pat Hopkins	<u>V</u>	Dan Lindstrom	<u>V</u>		
Elizabeth Hudak	<u>V</u>	Michael Malcheski	<u>I</u>	City of Green Bay (Vacant)	
Emily Jacobson	<u>Exc</u>	Gary Pahl	<u>I</u>	City of Green Bay (Vacant)	

**Others Present:** Burt McIntyre (representative for Ray Suennen), Stacey Belleau (V), Cole Runge (I), Dan Teaters (I), Karl Mueller (I), and Kathy Meyer (I).

1. Welcome Supervisor Pat Hopkins and Supervisor Emily Jacobson.

N. Dantine welcomed P. Hopkins (E. Jacobson was unable to attend the meeting) to the commission.

2. Approval of the minutes of the June 3, 2020 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl, seconded by M. Malcheski, to approve the minutes of the June 3, 2020 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. Presentation and discussion concerning a Minor SSA Amendment in the City of De Pere.

D. Teaters provided an overview of the Minor SSA Amendment via PowerPoint.

D. Teaters stated this is the first amendment in the City since the sewage plan was updated in 2015. The City has 913 acres available for sewer service. This particular parcel was part of an annexation, the City of De Pere annexed it from the Town of Ledgeview. The parcel is currently in the City, however, the sewer service area was never switched over from the Town of Ledgeview to the City of De Pere. This amendment will transfer the parcel over to the City from the Town of Ledgeview. The parcel is currently vacant, the City is looking to extend sewer to the parcel for future development.

D. Teaters reviewed the acreage breakdown:

# Proposed SSA Acreage

Acreage requested to be added to the City of De Pere SSA:

Area	Environmentally Sensitive Area	Developed ROW	Undeveloped	TOTAL REQUEST for Amendment
Area 1	0.0	0.0	2.94	2.94
TOTAL ACRES	0.0	0.0	2.94	2.94 acres

Remaining Acreage Available:

Area	Acreage Available from Previous Amendment*	Credit for New Development since Previous Amendment	Acreage Used for Current Amendment	Credit for Existing SSAs in current Amendment	Credit for Existing Development in Current Amendment	TOTAL REMAINING ACREAGE for Future Amendments
De Pere Area to be Added	913	0.00	2.94	0.00	0.00	910.07
Edgemoor Area to be Added	38	NA	2.94	NA	NA	40.93

D. Teaters summarized, this is a minor amendment – so only staff level approval is required. Brown County Planning staff approved the requested Minor SSA, but do have to hold the public hearing, and the public hearing will be held Friday, August 7<sup>th</sup>. D. Teaters stated that the amendment is subject to the following condition:

- Implement property erosion control best management practices at the time of development.

D. Kaster asked Dan to explain the "swapping"; D. Teaters explained that the swapping is only the sewer service area; the City had annexed that one parcel.

4. Consideration and approval of a Major SSA Amendment acreage transfer between the City of De Pere and the Town of Lawrence.

D. Teaters provided an overview of the Major SSA Amendment via PowerPoint.

This is a major sewer service amendment dealing with 125 acres of SSA from the City of De Pere to the Town of Lawrence. Brown County is initiating the amendment due to the administrative nature of the amendment. Staff received a call from the Town of Lawrence concerning an Intergovernmental Cooperation Agreement that was settled in court in 2004. One of the items in the agreement was that the City of De Pere was to transfer 125 acres of SSA to the Town of Lawrence in exchange for the Town not contesting any annexations within the City's growth area. Through discussions and research, staff identified that this transfer of acreage did not occur. D. Teaters stated both communities are in agreement to execute the terms of the 2004 agreement and have received a letter of support from both the Town of Lawrence and the City of De Pere acknowledging such agreement. Because there is no evidence of the acreage swap occurring, Brown County is initiating the SSA amendment to document the transfer of acreage.

D. Teaters reviewed the proposed SSA acreage breakdown:

# Proposed SSA Acreage

## Community SSA Acreage Details City of De Pere:

Area	Acreage Available from Previous Amendment*	Credit for New Development since Previous Amendment	Acreage Used for Current Amendment	Credit for Existing ESAs in Current Amendment	Credit for Existing Development in Current Amendment	TOTAL REMAINING ACREAGE for Future Amendments
De Pere SSA	910.07	NA	-125	NA	NA	785.07
Total Acres	910.07	NA	-125	NA	NA	785.07

## Community SSA Acreage Details Town of Lawrence:

Area	Acreage Available from Previous Amendment*	Credit for New Development since Previous Amendment	Acreage Used for Current Amendment	Credit for Existing ESAs in Current Amendment	Credit for Existing Development in Current Amendment	TOTAL REMAINING ACREAGE for Future Amendments
Lawrence SSA	45.22	NA	-125	NA	NA	170.22
Total Acres	45.22	NA	-125	NA	NA	170.22

D. Teaters summarized, this is a major amendment that requires BCPC approval as well as WDNR approval. Planning staff recommends approval of the requested transfer of acreage.

A motion was made by G. Pahl, seconded by M. Thomson to approve the major SSA Amendment acreage transfer between the City of De Pere and the Town of Lawrence. Motion carried.

### 5. Consideration and approval of the Green Bay MPO's 2020 Public Participation Plan Update.

K. Mueller provided an overview of the Green Bay MPO's 2020 Public Participation Plan (PPP) Update via PowerPoint.

- Federal requirement of the MPO.
- Documents the processes and methods the MPO will use to inform and engage stakeholders in the development of MPO plans, documents, and studies.
- Provides detailed procedures for engaging and involving stakeholders in the development of MPO planning documents.
- Includes specific techniques for engaging stakeholders and performance measures used to evaluate the techniques' effectiveness.
- Required to be updated at a minimum of every 4 years. The last PPP update was adopted in December 2016.

K. Mueller reviewed the key requirements for the PPP and the PPP process. K. Mueller summarized the public participation plan components; they include:

- Identification of stakeholders
- Planning program elements
- Outreach efforts & strategies
- Evaluation criteria

K. Mueller reviewed the public involvement timeline for the 2020 PPP Update.

K. Mueller stated staff is looking for board approval of the Green Bay MPO's 2020 Public Participation Plan Update.

Question was asked regarding who or what determines the MPO's boundaries, and why are some communities covered and why are some communities not? C. Runge stated that after every decennial census, the MPO receives from the census bureau, areas of urbanization, and staff creates an urbanized area boundary based on that area of urbanization. In some cases, it's pretty consistent, and other areas, especially in peripheral areas, it can be spotty, so we have to create a smooth boundary. Once this is completed, and approved by the planning commission, then staff creates a slightly larger boundary, called a metropolitan planning area boundary (what is referred to in the presentation today), that includes the urbanized area boundary plus areas outside of that that we expect to be urbanized in the next twenty years, this is also approved by the planning commission. Following this approval, the state DOT also approves. C. Runge stated staff will do another update after the next census comes out.

Question asked about the "I-Speak" cards (on page 41 of the agenda packet) what are the top non-English languages translated? C. Runge stated the top three are Spanish, Hmong and possibly Somali, but typically just Spanish and Hmong.

Question asked concerning the pandemic, we've made a lot of accommodations with the pandemic, but do you feel that the pandemic is superseding people from giving their participation? K. Mueller and C. Runge stated that not to their knowledge; and that staff have offered both in-person and virtual opportunities for individuals to participate.

A motion was made by G. Pahl, seconded by S. Gander, to approve the Green Bay MPO's 2020 Public Participation Plan Update. Motion carried.

6. Brown County Planning Commission staff updates on work activities during the months of June and July, 2020.

A motion was made by G. Pahl, seconded by M. Malcheski, to receive and place on file the staff activities report. Motion carried.

7. Planning Directors Report.

N. Dantine welcomed Cole Runge as the Planning Director. C. Runge thanked everyone for their support and looks forward to working with everyone over the next several years in his new position.

C. Runge provided an update on the Planning and Land Services Department. C. Runge indicated that the department remains closed to the public, but we continue to provide the same level of service we did before we closed. Many staff are teleworking, this is working very well, and other staff are working in the office. We are staying safe and productive.

C. Runge provided an update on the EIS process public hearings. At the beginning of July we had to hold our EIS process public hearings. C. Runge stated several weeks were spent putting together plans to hold virtual and in-person hearing opportunities. On July 7<sup>th</sup> we held a virtual public hearing using YouTube Live, the peak attendance was about 78, with a total number of individuals who signed in at around 160. This was a pretty big endeavor because we needed to have interaction with the attendees, and this worked out well. The next night we held an in-person hearing at the Brown County Fairgrounds in the South Expo Hall. This is a large enclosed structure where we could have the doors open for ventilation and allowed people to maintain social distancing. In addition, the public hearing was held during a five-hour period between 3:00 pm – 8:00 pm, which allowed people to come throughout this time

period and also allowed for social distancing. C. Runge stated there was a pretty good turnout and this location worked out well. C. Runge stated we are now developing the final environmental document which should be completed in a month to month-half, and then we expect to have our record of decision signed by the Federal Highway Administration in mid-October, which is on schedule.

Question was asked when will the interchange construction begin? C. Runge stated that the interchange project is contingent upon the interchange alternative being selected in the final environmental document and record of decision. Right now, the draft environmental document is finished and the interchange alternative is identified as the preferred option, but we won't know if it's selected until the record of decision is signed in October. Once that happens, we'll turn the rest of the project development for the interchange over to the Wisconsin DOT. The DOT has said that once we get our process finished, they will finish up the rest of the environmental studies for the interchange and then incorporate the construction of the interchange into the I-41 expansion project. In terms of when this might happen, it's hard to say at this point. The DOT would like to start construction on a segment of I-41 between De Pere and the Fox Valley in 2024 or 2025. C. Runge stated he doesn't know which segment is going to be first, but if our segment is first, we would expect the interchange construction to begin somewhere around 2024 or 2025.

Brian Brock stated that the DOT office has a I-41 team looking at some preliminary designs. The next step will be to take some of this information to the public for comment, then determine a construction schedule. B. Brock stated the DOT is in the early stages and the construction schedule has not been established yet.

C. Runge recognized and thanked the DOT for its work on the State Highway 29-County Trunk Highway VV interchange project stating they've worked hard and have been very cooperative during this project. The DOT staff has also done a lot of work over the last several months on the South Bridge Connector project, and DOT staff was very helpful before and during the EIS virtual and in-person public hearings in July.

#### 8. Other matters.

N. Dantine asked the board if this set-up/location works for everyone? C. Runge indicated that staff will have items for your consideration for approval at the September and October meetings, and staff is trying to avoid having a meeting in November due to the likelihood that the county board will have its budget meeting on the same day. Staff is recommending holding the September and October meetings at this location. Observation made that when staff was presenting, the audience at times was having a hard time hearing the presenters. C. Runge stated at the next meeting, staff will try using the individual microphones and maybe this will help.

Question was asked concerning the President's proposal to streamline some environmental regulations. C. Runge stated that this will not affect the process that staff is going through now, and may not affect our process going forward for some time. Typically, when something like this is done it goes through a rules-making process at the federal level. The rules-making process can take between nine and eighteen months, so this could affect our process down the road, but not in the short term.

G. Pahl reported that the Town of Wrightstown had a virtual meeting with Madison for the Incorporation Agreement, and the meeting went well. The Village of Wrightstown opposes it, but everything that they opposed, the Town struck down. G. Pahl stated two additional meetings are scheduled with Madison, and then we'll find out if the agreement will be approved by the state.

9. Adjourn.

A motion was made by G. Pahl, seconded by M. Malcheski to adjourn. Motion carried.

The meeting adjourned at 7:15 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
August 5, 2020**

**June & July 2020 Staff Activity Reports**

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**The recent major planning activities of Cole Runge, Planning Director/MPO Director:**

- Prepared for and participated in many conference calls and email exchanges with representatives of WisDOT, Federal Highway Administration (FHWA), and the consulting firms that are helping Brown County staff complete the Southern Bridge Corridor Project's Environmental Impact Statement (EIS) by October of 2020.
- Prepared and provided information to the Southern Bridge Corridor EIS consultant team. Also prepared responses to FHWA's comments on draft EIS document chapters.
- Prepared and distributed written responses to questions and comments from the public about the Southern Bridge Corridor Project and EIS.
- Worked with representatives of WisDOT, FHWA, and consulting firms to plan in-person and virtual public hearings for the Southern Bridge Corridor EIS. My work included developing a floor plan for the in-person public hearing, acquiring personal protective equipment (PPE) for the in-person hearing, arranging court reporters for the virtual and in-person public hearings, and completing test runs for the audio-visual equipment that will be used for the virtual public hearing.
- Served as chairperson for the virtual and in-person public hearings for the Southern Bridge Corridor EIS. Also answered questions from and provided information to the public and media during and after the public hearings.
- Prepared for and participated in an EIS status briefing with WisDOT and FHWA leadership.
- Prepared for and participated in the third EIS Local Officials Meeting and the third EIS Cooperating/Participating Agencies Meeting.
- Facilitated a videoconference with WisDOT staff regarding the inclusion of Automated Vehicle (AV) technology in the I-41 Expansion Project and the Southern Bridge Corridor Project.
- Prepared for and participated in the MPO's mid-year review with representatives of WisDOT, FHWA, the Federal Transit Administration (FTA), and MPO staff.
- Participated in meetings of the Brown County Executive's Economic Development Cabinet on behalf of the PALS Department.
- Participated in conference calls with the Director of New North, Port of Green Bay Director, and East Central Wisconsin Regional Planning Commission staff to discuss drafts of an application for a state grant to study the feasibility of establishing an intermodal freight facility in Northeast Wisconsin.
- Developed the scope for the Northeast Wisconsin Intermodal Freight Facility Study and submitted the scope to other members of the study's core team for review. Also developed a draft Request for Proposals (RFP) for the study and submitted it to the core team for review. The study is being funded by a grant through WisDOT's Freight Railroad Infrastructure Improvement Program, and the core team is comprised of representatives of the East Central Wisconsin Regional Planning Commission, New North, Inc., Port of Green Bay, and Brown County Planning Commission.
- Continued to develop the MPO's 2021 Transportation Planning Work Program and budget.
- Prepared for and participated in calls with WisDOT Traffic Forecasting Unit staff regarding updates to the Green Bay Urbanized Area's street and highway functional classification

system and planned projects that should be studied for the MPO's Long-Range Transportation Plan Update.

- Reviewed and commented on draft chapters of the MPO's 2045 Long-Range Transportation Plan Update.
- Developed the PALS Department's 2021 budget, initiatives summary, and other information with the PALS Department's Administrative Coordinator and other PALS staff.
- Developed and sent a verification of establishment letter for a local business that is applying for funds through the state's We're All In Business Grant Program.
- Began to work on the MPO's report and reimbursement request to WisDOT for the second quarter of 2020.
- Prepared for and participated in conference calls with the Deputy County Executive and representatives of the UniverCity Program to discuss potential projects in Brown County.
- Continued to develop Brown County's Community Development Block Grant (CDBG) CLOSE Grant application at the direction of the Wisconsin Department of Administration.
- Processed a payoff for a loan through Brown County's CDBG Economic Development Revolving Loan Fund (RLF) Program. This included developing a payoff acknowledgement letter, terminating the lien through the Wisconsin Department of Financial Institutions (DFI), and other tasks.
- Advised PALS staff on various issues.
- Attended the July meeting of the Brown County Board of Supervisors.
- Facilitated PALS Department division managers meetings and planning division meetings.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Continue work on updating the *Green Bay Metropolitan Planning Organization (MPO) – 2045 Long-Range Transportation Plan (LRTP)*.
  - Collaborated with WisDOT forecasting unit staff and the MPO Director regarding elements of the draft Future Transportation System chapter.
  - Consulted with WisDOT Bureau of Planning and Economic Development staff regarding a variety of issues related to the new plan requirements.
  - Provided draft chapters to Transportation Subcommittee members and Environmental Resource Agency staff.
- Continued work on the *Draft 2021-2024 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
- Continued to review and provide comments on the DRAFT Green Bay Metro Microtransit Feasibility Report prepared by SRF Consulting.
- Along with the Transportation Planner, consulted with Green Bay Metro staff and potential private-sector vendor regarding microtransit (demand response) service for a portion of the service area with implementation schedule for late summer 2020. Assisted in developing the pilot service area and possible additional future service areas. Reviewed and commented on service and price proposals.
- Finalized & published the *Green Bay Metropolitan Planning Organization (MPO) Title VI Non-Discrimination Program and Limited English Proficiency Plan*.
  - Held virtual public hearing.
  - Presented report to the BCPC Board of Directors (remotely).
  - Submitted plan to FHWA, FTA, and WisDOT for approval consideration.
- Finalized and published the *Mid-Year Update to the 2020-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Held virtual public hearing.
  - Presented report to the BCPC Board of Directors (remotely).



- Submitted MPO assigned project numbers to WisDOT NE Region staff.
  - Submitted document to FHWA, FTA, and WisDOT for approval consideration (approved June 18).
- Consulted with WisDOT staff in an effort to schedule MPO area STBG funded projects over multiple cycles to better leverage funding capacity in the future.
- Attended online *WisDOT Local Program Project Development Process* training sponsored by Wisconsin Department of Transportation, Federal Highway Administration, and the American Public Works Association (APWA). Review of the overall process and critical steps required to deliver a successful local road project using Federal Surface Transportation Block Grant (STBG) Program and other federal funds.
- Issued *Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* project application and supporting documents to potential applicants. Section 5310 provides funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. This may include human service vehicles, mobility management, operating, and non-vehicle capital projects. The Brown County Planning Commission Board of Directors is scheduled to award funding to specific project(s) in October 2020.
- Collected transit related data and provided it to the Transportation Planner for use in the 2020 version of the *Green Bay Metropolitan Area Transportation System Performance Measures Status Report*.
- Assisted NEWCAP Transportation Director with Title VI compliance.
- Worked with Green Bay Metro staff to develop a Section 5310 award and grant building process and schedule that is friendly to Metro's grant building and reporting requirements.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended the MPO Mid-Year Review Meeting conference call on June 3.
- Participated virtually in the July 21 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Participated in Green Bay Transit Commission meetings on June 17 and July 15.
- Presented at the Brown County Planning Commission Board of Directors meeting on June 3. Recorded and wrote minutes.
- Completed required *Sexual Harassment in the Workplace* training.
- Participated in BCPC staff meetings as necessary.
- COVID-19. Continued to work within the Planning and Land Services (PALS) Department offices.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Brown County All Hazards Mitigation Plan (AHMP)
  - Continued drafting the Hazards Mitigation Chapter (4).
  - Resumed planning and scheduling with FEMA and EPA to host workshops for green infrastructure and low impact development mitigation strategies.
- Certified Survey Maps (CSMs)
  - Began Review of 20 new CSMs
  - Completed review of 9 CSMs
  - Signed and filed 10 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 2
    - C of Green Bay: 3

- Plats
  - Preliminary Plats
    - Began review of 3 preliminary plats
    - Completed review of 3 preliminary plats
  - Final Plats
    - Began review of 2 final plat
    - Completed review of 3 final plats
  - City Plat Reviews
    - Reviewed 1 plats in the City of Green Bay pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- SSA Amendments
  - 1 Minor SSA Amendment – C of De Pere
  - 1 Major SSA Amendment – C of De Pere and T of Lawrence
- Provided planning services including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Town of Lawrence Bicycle and Pedestrian Plan
  - Conducted a remote project kick-off meeting with the steering committee 7/16/20
- Water Quality Management (WQM) Letter
  - Completed 3 reviews/letters
- Attended a redistricting meeting – 6/8/20
- Attended a meeting with the East River Watershed project group – 6/23/20
- Attended a conference call to discuss a flood study in the Town of Ledgeview – 6/23/20
- Attended a conference call to discuss MS4 – 6/30/20
- Attended a predevelopment meeting to discuss the future development of a property in the Village of Ashwaubenon – 7/8/20
- Attended a conference call with Simplifile to discuss the potential for electronic recording of Plats and CSM documents.
- Attended a web meeting with the Town of Lawrence and the City of Green Bay to discuss a SSA acreage swap – 7/14/20
- Discussed the All Hazards Mitigation Plan update with the EM Director – 7/15/20
- Attended a conference call to discuss the future platting and development of a property in the Town of Ledgeview – 7/17/20
- Assisted numerous members of the public and local communities with inquiries related to zoning, natural resources, and/or land division questions.

**The recent major planning activities of Devin Yoder, Senior Planner:**

**General**

- Participated in virtual staff meeting.
- Check-in with supervisor.
- Daily telework journal reporting.
- Moved computer from home office back to BCPC office on June 29<sup>th</sup>.
- Discussed 2021 work projects with department staff.
- Reviewed minutes from June 3 BCPC meeting.

**Office of Energy Innovation Grant**

- Final grant payment and closeout completed on June 15<sup>th</sup>.

- Updated BC Accounting and BCPC staff on completed grant and coordinated receiving final payment.
- Project complete.

#### **Village of Denmark Comprehensive Plan Update**

- Completed draft Housing Chapter.
  - Completed recommendations section.
- Field visit for photographs

#### **Brown County Comprehensive Plan Update**

- Updated Intergovernmental Cooperation/Utilities and Community Facilities draft chapter.
  - Assembled draft document for BCPC.
  - Prepared presentation for BCPC.
  - Presented draft chapter to BCPC on June 3.
- Completed formatting amended Natural and Cultural Resources section to include climatic conditions and trends in Brown County for BCPC.
  - Prepared presentation of amended section for BCPC.
  - Presented amended chapter to BCPC on June 3<sup>rd</sup>.
- Updated Economic Development Chapter.
  - Data collection and research for economic indicators.
  - Drafted existing conditions section.
  - Completed location quotient analysis.
  - Compiled SWOT analysis for chapter.
  - Drafted recommendations and strategies.

#### **2021 Redistricting**

- Team meeting to discuss managing 2021 redistricting process.
- Started using the Wisconsin Legislative Technology Services Bureau WISE-LR GIS program to become familiar with the software.
- Worked with other staff to complete a draft example supervisory district map so local communities may begin practicing ward map creation.
- Coordinated with all Brown County communities on creating ward maps.
- Created test ward maps.
- Practiced reconciling ward maps with supervisory districts.

#### **Town of New Denmark Comprehensive Plan Update**

- Updated Economic Development chapter.
- Began mapping existing land uses.
- Drafted Housing chapter
- Started drafting Natural, Cultural, and Agricultural Resources chapter.
- Field visit for photographs.

#### **Supervised Release Committee**

- Participated in committee meeting on June 16<sup>th</sup>.
- Participated in committee meeting on June 25<sup>th</sup>.
- Participated in committee meeting on July 8<sup>th</sup>.
- Reviewed available real estate against statutory criteria.

**Short-term Transportation Planning**

- Team meeting on port opportunity study.

**Wisconsin Coastal Management Program (WCMP) Projects****2019-2020 Grant – Baird Creek Watershed Nine Key Elements Plan**

- Conference call with WDNR staff on GIS data for Baird Creek.
- Quarterly reporting and grant administration.
- Conference call with UWGB staff on area watershed planning.

**General Coastal Management**

- Phone call check-in with Brown County Parks Director on coastal flooding issues.
- Routed 2020-2021 contract for review and signatures.
- Submitted signed 2020-2021 contract to WCMP.
- Received final signed contract from DOA.

**The recent major planning activities of Todd Mead, Senior Housing Planner:**

- Prepared and ordered three (3) interim site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered fourteen (14) initial HQS inspections for CDBG clients.
- Prepared and ordered four (4) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint assessment for a CDBG client.
- Prepared and ordered eleven (11) asbestos assessments for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Prepared six (6) CDBG clients and the contractors for their future rehabilitation projects.
- Opened sixteen (16) new CDBG applications.
- Denied two (2) CDBG applications.
- Prepared and closed eight (8) CDBG Housing Rehabilitation Loans.
- Prepared fourteen (14) CDBG Environmental Reviews.
- Prepared and corresponded with five (5) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared three (3) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Reviewed and approved four (4) subordinations for existing CDBG clients.
- Reviewed and prepared one (1) mortgage amendment for an existing CDBG client.
- Attended staff meetings either in person and/or via WebEx.
- Prepared for and attended a Door County Board of Realtors WebEx.
- Preparing and training part-time staff to help support the program administrator.
- Prepared, organized and submitted 2<sup>nd</sup> Qtr 2020 CDBG reimbursement to Wisconsin Department of Administration Department of Energy, Housing Community Resources (WDOA-DEHCR).
- Prepared, submitted and completed broad Tier-1 Environment Review for future WDOA-DEHCR grant applications.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued coordinating aerial photo project. Flight occurred in May. Received image previews and ortho images for the pilot area in June.
- Continued efforts with LiDAR topographic mapping project. Flight occurred in May. Various communications with Quantum Spatial (vendor), USGS, FEMA municipalities, and other partners.
- Continued work on the upgrade of the 911 system. This is a major focus of effort right now as the system is scheduled to go live this fall. Participated in many conference calls with Motorola/Spillman (the vendor) and PSC folks to work on system configuration and resolve issues. Worked with PSC to revise response zones. Working on street network routing for "quickest route" drive time directions. Worked with BCTS and Esri on our load balancer for the dual machine setup. Added street aliases (shortened) for quicker entry by dispatchers. Republished GIS data to Computer Aided Dispatch database many times to apply geodata updates.
- Updated many of the online GIS map services, replicas. Updated Esri software on them.
- Continued work on Census review of GIS data & boundaries.
- Added Fox River bathymetry to GIS database and published online. Produced depth contours.
- Attended (virtually) meeting regarding the East River watershed modeling.
- Produced a 2021 Land Information Office (LIO) budget proposal.
- Continued to update the GIS database (new streets, driveways, addresses, hydrography, navigability, environmentally sensitive areas, shoreland zones, LOMAs etc ) as needed.
- Assisted T.S. and Land Conservation with ArcGIS Pro upgrades
- Continued editing and maintaining the GIS database, web servers, etc.
- Provided tax parcel data to various organizations.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Produced Ward data and submitted to state as part of statewide data collection effort.
- Assisted many other people with miscellaneous service, data, and training requests.
- Produced grant reports for state.
- Attended (virtually) the Esri user conference in July
- Attended staff meetings as needed.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

**Addressing**

- Assigned an address for parcel ND-146-5-1, ND-424-1, and ND-146-5-1.
- Assigned an address for parcel PI-272, PI-428-8, PI-428-10, PI-179-1, PI-369, and PI-369-10.
- Assigned an address for parcel HL-957.
- Assigned an address for parcel E-114.

**Local Redistricting**

- Completed pilot program process for Brown County stage 1 for County Supervisory District.

**911/Emergency App**

- Continue to test the app for errors and emailed Jeff with any problems found.

**Section 85.21 Program**

- Curative Connections will use the 2020 funding to purchase the new scheduling system this year. Curative Connection will be able to match \$15,000 in donations for the 2021 funding cycle.
- Received May and June reports and invoices from Curative Connections, Brown County Human Services, and Salvation Army. Summited invoices for reimbursement.
- Completed 2<sup>nd</sup> quarter report to WisDOT.

#### **Section 5310 Program**

- Emailed information and application to Nicole at ASPIRO about the program.
- Reviewed application and see if application can be modified.

#### **Performance Measures**

- Worked on the performance measure dashboard.
- Worked on the Travel & Freight Reliability on the National Highway System (NHS) section.
- Created an account to retrieve data for truck travel time from the RITIS website. Reviewed and become familiar with the website.
  - Reviewed 13 tutorials on how to download, map, analysis, and create charts with the data.
  - Reviewed MAP-21 PM3 Webinar – May 3
  - Reviewed Map-21 PM3 Tool Tutorial
  - Requested 2019 data from RITIS website and received three email links to download data.
- Received data from TOP Labs for travel and freight reliability targets. Worked on the NHS Travel Reliability and NHS Freight Reliability targets data.
- Worked on the Improve Safety on Multimodal Transportation System section.
- Worked on the Transportation Safety section. Began to analyze and calculate data using 5-year rolling averages.
- Worked on the bicycle and pedestrian facilities section.
- Worked on the Transportation Services for seniors and Individuals with Disability sections.

#### **Title VI**

- Updated Title VI maps on the website.
- Formatted and modified FTA's complaint form, comment form, and notice to the public.
- Translated all three documents into Hmong.
- Updated Title VI Plan with the new FTA forms.

#### **TIP**

- Completed maps (Figure A, C, D, E, F, G, H, and I)

#### **Long Range Transportation Plan**

- Completed three maps showing the Level of Service (LOS).
- Updated all the maps that followed the LOS maps in Chapter 4.

#### **Green Bay Metro**

- Updated routes (2, 4, 6, 7, 8 9, 11, 12, and 13).
- Worked on the cover page for the transit guide.
- Began to organize the transit guide because metro removed routes 15, 16, and 18 from the transit system and replaced them with the microtransit service area.

### **Southern Bridge Connector**

- Updated webpage with information on the public hearing for July 7 and July 8.
- Posted post-hearing information and documents on the website.
- Translated the notice of public hearing into the Hmong.

### **Other Related Activities**

- Continued to maintain and post documents as needed on PALS website, Facebook, and Twitter accounts.
- Created a map showing Curative Connections 2019 client locations.

### **Meetings/Webinars**

- Participated in some of the sessions during the MPO/RPC Directors meeting.
- Watched the webinar, "The Impact of COVID-19 on Transportation Services for Older Adults and People with Disabilities."
- Watched the webinar, "8 80 Rules of Engagement" hosted by AARP SWAT Team Speaker Series.
- Participated in the, Walkability and Health: Building Strong, Vibrant and Resilient Communities – Part 1: Tools and Techniques, webinar.
- Participated in the Greater Green Bay Active Communities Alliance bi-monthly meeting through zoom.
- Participated in PALS Staff monthly meeting through Webex.

### **The recent major planning activities of Karl Mueller, Planner I (Transportation):**

- Developed three maps that show the distribution of K-12 students across the Village of Wrightstown's school district for the Village's bike and pedestrian plan.
- Collaborated with the BCPC LIO Coordinator and MPO staff to test the 911 network routing app for first responders across Brown County and identify and fix routing errors.
- Collaborated with MPO, Green Bay Metro, and Via staff to develop a Microtransit service area to replace the 15, 16, and 18 fixed route services. This work included:
  - Preparing an updated bus boarding map of February weekday boardings for Routes 15, 16, and 18. The spreadsheet used to analyze the boardings was also prepared and sent to Green Bay Metro to assist with developing Microtransit ridership projections.
  - Preparing revised maps of the Microtransit pilot service area. Once the service areas were agreed upon, the data was submitted to Via staff to assist their efforts in developing an app for the Microtransit service.
  - Preparing maps for the late-night Microtransit service area and revising, as necessary, based on feedback received during meetings and discussions with MPO, Green Bay Metro, and Via staff.
  - Attending multiple digital meetings with BCPC, Green Bay Metro, and Via staff to discuss a Microtransit service area, ridership estimates, costs, and implementation needs.
  - Attending a virtual meeting with BCPC, Green Bay Metro, and SRF Consulting staff to discuss the updated Microtransit Feasibility Study produced by SRF Consulting. The final draft was presented to the Green Bay Transit Commission on July 15<sup>th</sup>.
  - Participated in a virtual meeting on July 21st with MPO, Green Bay Metro, and Via staff.

- Continued compiling and mapping data of existing transportation infrastructure and usage across the Green Bay Metropolitan Planning Area for the MPO's *Congestion Management Process* update. This includes:
  - Collecting shipping data from 2013-2019 for the Port of Green Bay, and developing visual aids that show tonnage shipped and type of commodity moved through the port.
  - Developing a draft map of traffic signals across the MPA that delineates traffic signals with and without pedestrian push buttons.
  - Preparing three draft level of service maps based on transportation demand modeling carried out by WisDOT that illustrate the base LOS, LOS with committed projects, and LOS with committed and planned projects.
- Began drafting objectives and performance measures for the CMP update.
- Attended the 2020 Green Bay MPO Unified Planning Work Program Mid-Year Review Meeting, hosted by the Wisconsin DOT on June 3<sup>rd</sup>.
- Finalized preparations for the 45-day review and comment period for the MPO's *Public Participation Plan*. This included revising the legal notice, developing notices for email and social media distribution, and creating a Webex event that will be used to host the public hearing for the draft plan. The review and comment period began on June 19 and will run through August 5.
- Plotted two 15x15 signs in English and Spanish that provide COVID-19 guidance at the request of the Brown County Health Department.
- Reviewed the Wisconsin DOT's guidance on Traffic Data Collection interim policy that will be in place for the duration of the COVID-19 pandemic.
- Collected 2014-2018 American Community Survey data including commuting to work characteristics for each municipality within the Green Bay Metropolitan Planning Area for the CMP update.
- Updated the BCCAN map to include the Southern Bridge Corridor with respect to broadband access across the county for AV study and future broadband implementation along the corridor.
- Prepared and submitted time sheets and activity reports for the second quarter.
- Attended ESRI's virtual GIS conference from July 14 – 16.
- Attended the Green Bay Transit Commission meeting on July 15<sup>th</sup>.
- Attended the FHWA's Talking Freight webinar, *Examining the Growth of Inland Ports* on July 15<sup>th</sup>.
- Attended regular BCPC staff meetings.

**The recent major planning activities of Patrick Leifker, BCHA – Housing Administrator:**

- Constructed the BCHA Meeting packets and attended the BCHA board meetings for June and July
- Attended staff meetings as needed/requested.
- Attended monthly Brown County Homeless Coalition Meeting for June and July.
- Attended monthly meetings with BCHA Subcontractor for June and July
- Attended monthly meetings with BCHA Chair for June and July
- Attended United Way Program Investment Council Meetings for in June.
- Participated in Housing Leadership Discussion with other Brown County Service Providing Agencies.
- Participated in a conference calls with HUD-Milwaukee representative to discuss current funding situation and strategies to improve program utilization.



- Attended numerous webinars and conference calls regarding COVID-19 and impact on the Housing Choice Voucher Program, utilization of CARES funding and implementation of HUD waivers.
- Attended "Housing Is..." Summit
- Attended bi-weekly conference calls with service providers and housing developer regarding potential Project Based Voucher project within Brown County.
- Attended several conference calls with BCHA Staff and BCHA Subcontractor to review impact of COVID-19 on the program and the review of HUD approved waivers adopted by the program.
- Developed COVID-19 Memo #2 and provided to ICS for guidance on what waivers the BCHA has adopted and how to implement them.
- Attended Zoom Training by Nan McKay and Associates; Developing and Managing Project Based Vouchers
- Participated in and assisted with FY2019 Audit of the BCHA
- Worked with PALS staff and BCHA Accountant on BCHA Budget for 2021.